Data Submission Checklist

The CTSU will perform the following checks on each data submission packet:

☐ Is the current version of the CTSU Data Transmittal Form attached to the data submission?

☐ Has the CTSU Data Transmittal Form been completed accurately and completely?

☐ Are the forms and reports listed on the CTSU Data Transmittal Form included in the packet?

☐ Does the number of pages for each form and clinical report included in the packet match the recorded number of pages on the CTSU Data Transmittal Form?

☐ Are the Patient ID number and Protocol ID number clearly written on each and every page of the enclosed clinical reports?

☐ Is the Patient ID number included on each page of the CRF, regardless of whether a space is provided on the CRF?

☐ Is patient identifying information (e.g., patient name, social security number, address, phone number) redacted from the forms and reports? Note: CTSU will not accept data submissions that include photographs of patients.

☐ Is a separate CTSU Data Transmittal form attached for each Patient ID number or Protocol ID number? (Only one Patient ID number or Protocol ID number per Transmittal Form is allowed.)

☐ Is the data submitted for a patient enrolled via CTSU?

☐ Are all pages of the CRFs and reports one-sided?

If the answer to any of the above questions is no, the applicable portion(s) of the data submission will be returned to the institution for corrective action using a Request for Re-submission of Data form. If the data is for a patient not enrolled via the CTSU, the data will be returned to the institution using a Return of Data Submitted to CTSU form.

The method for data submission is via mail addressed to:

CTSU Data Operations
1441 W. Montgomery Avenue
Rockville, MD 20850-2062

Do not fax data submissions. Data submissions via fax will only be accepted when specifically requested by CTSU staff.

For more information please log onto the members website at http://members.ctsu.org, click on the Resources tab, scroll down to CTSU Processes, and click on CTSU Data Submission Instructions. If you have any additional questions about the data submission procedures for the CTSU, please contact the CTSU help desk at 1-888-823-5923. If needed, the help desk staff will forward your call to the appropriate CTSU staff member for further discussion.

CTSU Cancer Trials Support Unit
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